

APPLICATION COVER SHEET FOR NEH GRANT PROGRAMS

1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Prof.

Major Field of Study: _____

Name (last, first, middle): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Telephone (work): _____ (home): _____ Fax: _____

2. INSTITUTION INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employer ID number: _____

3. TYPE OF APPLICANT (check one, as appropriate)

☐ Institution

☐ Individual

Type: _____

Citizenship: ☐ US ☐ Other

Status: ☐ Private Nonprofit

Country: _____

☐ Unit of State/Local Gov't

Month/Year: _____

*Fellowships, Stipends, &
Faculty Research Awards*

☐ University Teacher ☐ College Teacher
Indep. Scholar

☐ Jr. Scholar ☐ Sr. Scholar

4. GRANT PROGRAM: _____

(Please refer to the application instructions for a list of program names.)

5. TYPE OF APPLICATION: ☐ New ☐ Supplement Current Grant Number(s): _____

6. PROJECT FIELD CODE: _____

7. PROJECT TITLE: _____

8. PROJECT DESCRIPTION (use only space provided):

9. REQUESTED GRANT PERIOD:

From: _____ To: _____

Applicant Name: _____ Project Title: _____

10. WE THE PEOPLE GRANT INITIATIVE Check the box if your proposal responds to the initiative. ☐

11. PROJECT FUNDING FOR INSTITUTIONS

Programs other than Challenge Grants

a. Outright Funds \$ _____
b. Federal Match \$ _____
c. Total from NEH \$ _____
d. Cost Sharing \$ _____
e. Total Project Costs \$ _____

Challenge Grants applicants only

a. Fiscal Year #1 \$ _____
b. Fiscal Year #2 \$ _____
c. Fiscal Year #3 \$ _____
d. Total from NEH \$ _____
e. Non-Federal Match \$ _____
f. Total \$ _____

12. ADDITIONAL FUNDING

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

☐ Yes ☐ No If yes, indicate where and when: _____

13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Prof. Title: _____

Name (last, first, middle): _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

14. FELLOWSHIPS AND SUMMER STIPENDS APPLICANTS

List the name, department, and institutional affiliation of your referees.

a. _____

b. _____

Summer Stipends applicants only: Provide the name, title, and signature of nominating official.

Printed name: _____ Title: _____

Signature: _____

15. CERTIFICATION

By signing and submitting this application, the individual applicant or authorizing official is providing the applicable certifications as set forth in these guidelines.

Printed name of individual applicant / authorizing official: _____

Title of individual applicant / authorizing official: _____

Signature: _____ Date: _____

For NEH use only: date received: application #: initials:

INSTRUCTIONS FOR NEH GRANT PROGRAMS

APPLICATION COVER SHEET

All grant applications must be accompanied by an application cover sheet.

PAGE ONE

1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

Provide the personal contact information for the person conducting the project, including name, address, email, and telephone and fax numbers.

Individual applicants should enter the code for their major field of study (see codes on page 6).

2. INSTITUTION INFORMATION

List the name, address, and employer identification number of institution or organizational affiliation.

Applicants for Faculty Research Awards or Institutional Grants should indicate if their institution is a Historically Black College, Hispanic-serving Institution, or Tribal College.

3. TYPE OF APPLICANT

Check “institution” if an institution or nonprofit organization will administer the grant. Please provide the following:

Institution type: Describe the type of institution: educational (e.g., secondary school, school district, two-year college, four-year college), religious organization, museum, historical society, government (e.g., state, local), media (e.g., TV, radio, newspaper), library (e.g., local, public, research), center (e.g., advanced study, research), or any other term that best describes the institution.

Institution status: Indicate private nonprofit or a unit of government.

Check “individual” if applying for a Fellowship, Faculty Research Award, Summer Stipend, or any other program that awards grants directly to individuals. Please provide the following:

Citizenship status: Individuals must indicate citizenship status. Individual applicants who are not U.S. citizens should specify the month and year when they most recently came to live in the United States.

Professional status: Indicate whether you are a university teacher or a college teacher/independent scholar, and whether you are a junior scholar—hold the rank of instructor or assistant professor, or received an academic degree no more than seven years ago—or a senior scholar. (See program guidelines for further details.)

4. GRANT PROGRAM

Write in the name of the NEH grant program for which an application is being submitted. The list is organized by division/office.

Challenge Grants

- Challenge Grants
- Challenge Grants: Special Initiative for Local History

Education Programs

- Exemplary Education Project Grants
- Humanities Focus Grants
- Institutional Grants
- Schools for a New Millennium
- Summer Institutes for College and University Teachers
- Summer Institutes for School Teachers
- Summer Seminars for College and University Teachers
- Summer Seminars for School Teachers

Preservation and Access

- Preservation Assistance Grants
- Preservation Education and Training
- Preserving and Creating Access to Humanities Collections
- Reference Materials
- Research and Development Projects
- Stabilization of Humanities Collections
- United States Newspaper Project

Public Programs

- Museums, Libraries, and Special Projects: Consultation Grants
- Museum, Libraries, and Special Projects: Implementation Grants
- Museums, Libraries, and Special Projects: Planning Grants
- Radio Projects: Consultation Grants
- Radio Projects: Development and Production
- Television Projects: Consultation Grants
- Television Projects: Planning, Scripting, or Production

Research Programs

- Collaborative Research
- Faculty Research Awards
- Fellowships
- Fellowship Programs at Independent Research Institutions
- Scholarly Editions
- Summer Stipends

5. TYPE OF APPLICATION

Check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Proposals for Fellowships, Summer Stipends, and Faculty Research Awards are considered new applications.

Check “supplement” if the application requests additional funding for a current NEH grant. If requesting a supplement, provide the current grant number. Applicants should discuss their request with a program officer before submitting an application.

6. PROJECT FIELD CODE

Indicate the humanities field of the project using the codes listed on page 6. If the project is multidisciplinary, choose the code that corresponds to the project's predominant discipline.

7. PROJECT TITLE

Give the title of the project. Titles should be brief, descriptive, and substantive. They should also be informative to a non-specialist.

8. PROJECT DESCRIPTION

Provide a description of the project in the space provided. Descriptions should be written for a non-specialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

9. REQUESTED GRANT PERIOD

Give the beginning and ending date of the requested grant period. Grants must begin on the first day of a month and end on the last day of a month. Refer to program guidelines for the allowable length of a grant.

PAGE TWO

At the top of the page, provide your name and project title.

10. *WE THE PEOPLE* GRANT INITIATIVE

Indicate whether the application responds to the *We the People* grant initiative. Information about the initiative is available at www.neh.gov or www.wethepeople.gov.

11. PROJECT FUNDING

Enter the appropriate figures from the budget being submitted as part of the application.

For programs that have a set stipend (i.e., Fellowships, Summer Stipends, and Faculty Research Awards), enter the amount of the stipend in column one, line E, "total project costs." For stipend amounts, see the "Award Information" section of the program's guidelines.

Challenge grants applicants should use the second column.

12. ADDITIONAL FUNDING

Indicate whether the proposal will be submitted to another NEH division, government agency, or private entity for funding. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the application's review. If not applicable, write "NA."

13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

(Individual applicants do not need to provide this information.)

Indicate the form of address, position title, name, and institution for the official responsible for the administration of the grant (e.g., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. The project director should **not** be listed here.

Enter the mailing address, telephone and fax numbers, and email of the grant administrator.

14. FELLOWSHIP AND SUMMER STIPEND APPLICANTS

Provide the names, departments, and institutions of referees.

Summer Stipend applicants who require nomination must provide the name, title, and signature of their nominating official. Other applicants do not need to be nominated. (See program guidelines for further details.)

15. CERTIFICATION

Provide the name and title of the individual applicant or, in the case of an institutional applicant, the authorizing official. The authorizing official (such as the president, vice president, executive director, provost, or chancellor) is the person who is authorized to submit applications for funding on the applicant institution's behalf and provide the certifications required below. This person should sign and date the application.

NEH is required by federal regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. When requesting more than \$100,000, applicants must also certify that no federal funds have been or will be paid to any person to influence the funding decision. In the unlikely event that applicants have used or plan to use nonfederal funds for this purpose, they must request, complete, and submit a standard disclosure form.

More information about the certifications can be found in the Award Administration section of NEH's program guidelines or by contacting NEH's Office of Grant Management, Room 311, Washington, DC 20506, 202/606-8494. Applicants should read the certifications before signing the application.

Application Completion Time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, maintaining the information needed, and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget,

Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

Privacy Act

This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

PROJECT CODES

Use the categories and codes listed below to complete blocks 1 and 6 of the cover sheet. If no exact category is provided, please select the larger category that includes the more precise one. NEH uses these codes to sort applications and grants by subject matter. The listing is not comprehensive and is not meant to define the disciplines of the humanities.

Anthropology L1

Archaeology U6

Archival Management/ Conservation I1

Arts/History and Criticism MA

Architecture: History &

Criticism U3

Art: History & Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1

Journalism P4

Media P3

Education H1

Ethnic Studies K1

Asian American K5

Black/African American K4

Hispanic American K3

Jewish K6

Native American K2

History A1

African A2

American A3

Ancient AC

British A4

Classical A5

European A6

Far Eastern A7

Latin American A8

Near Eastern A9

Russian AA

South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI

American Studies G3

Area Studies GH

Asian Studies G5

Classics G7

Folklore/Folklife R1

History/Philosophy of Science,
Technology, or Medicine GA

International Studies GG

Labor Studies G4

Latin American Studies GJ

Medieval Studies G8

Regional Studies GF

Renaissance Studies G9

Rural Studies GC

Urban Studies G2

Western Civilization GB

Women's Studies G1

Languages C1

Ancient CC

Asian CA

Classical C2

Comparative C9

English CE

French C3

German C4

Italian C5

Latin American C6

Near Eastern CB

Slavic C7

Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK

American DE

Ancient DC

Asian DA

British DD

Classical D2

Comparative D9

French D3

German D4

Italian D5

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

Religion E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

Social Science U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1